



***Manpower Standard***

**★ RESOURCES FLIGHT**

★ This Air Force Manpower Standard (AFMS) quantifies the manpower required to accomplish the tasks described in the process oriented description for varying levels of workload. The Resources Flight develops, prepares, submits, and maintains the financial plan, budget estimates, and the Base Civil Engineer (BCE) financial management system. This flight advises on all financial matters, maintains liaison with comptroller on current financial plan, and acts as the BCE focal point for all manpower and personnel issues. Also, it operates and maintains the Work Information Management System (WIMS) and is responsible for all activities related to real property accountability and reporting. The 32 series of Air Force publications contains USAF policy and procedural guidance for the Resources Flight. This AFMS has been developed in accordance with policy and guidance from HQ USAF/XPM, Air Force Center for Quality and Management Innovation (AFCQMI), and AFMAN 38-208, *Air Force Management Engineering Program (MEP)*. This AFMS defines the manpower allowed to support an Objective Wing Resources Flight at Air Mobility Command, Air Combat Command, US Air Forces Europe, Pacific Air Forces, Air Education and Training Command, Air Force District of Washington, Air Force Academy, Air Force Space Command, Air Force Special Operations Command, and Air Force Materiel Command locations. It does not apply to Air National Guard and Air Force reserve bases. This AFMS does not apply to flights that have been cost compared (OMB Circular A-76). Bases should develop negative variances to account for processes not performed or performed by contract and positive variances for processes performed but not included in the AFMS. This AFMS does not apply to locations on the base closure list. This AFMS applies to peacetime operations only. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to AFCQMI/MQBA, 550 E Street East, Randolph AFB, Texas 78150-4451.

**★ SUMMARY OF CHANGES**

This AFMS supersedes AFMS 44ER, 28 September 1994. It implements format changes to comply with SAF requirements. It also includes minor administrative changes in the overall layout of the AFMS. References to regulations and proper organizational designation were updated with current information. Changes are identified with a ★.

**1. Core Composition:**

- 1.1. **Core Manpower Requirement.** 9
- 1.2. **Core Manpower Range.** 4 - 37
- 1.3. **Programming Factor.** Total Civil Engineering population.

**2. Standard Data:**

- 2.1. **Approval Date.** April 1993.
- 2.2. **Man-hour Data Source.** Workshop measurement and historical documents.

### 2.3. Man-hour Equation:

2.3.1. For all standard Resources Flights at Objective Wing locations, use the following equation:

$$Y = 549.4 + 3.020X$$

2.3.2. While the Resources Flights at the following locations are part of an Objective Civil Engineering Squadron, they do not perform all flight processes in the same manner as the standard Objective Flight. Consequently, the equation in paragraph 2.3.1 above does not apply. The equation for these flights is expressed in terms of  $Y = a$ , where "a" is the constant manpower allowed to the flight to perform its nonstandard processes.

Cheyenne Mountain	$Y = 3$
Falcon	$Y = 3$

2.3.3. United Kingdom (UK) bases should use the equations in paragraph 2.3.1 above to determine total requirements. Funding of these requirements will be by a combination of US and UK resources.

### 2.4. Workload Factor:

2.4.1. **Title.** Total Civil Engineering Squadron manpower less Resources Flight manpower.

2.4.2. **Definition.** Total manpower positions earned in the CE Squadron less the Resources Flight.

2.4.3. **Source.** The latest price-out of all Civil Engineering AFMSs (except Resources and the Command Section).

### 2.5. Points of Contact:

2.5.1. **Functional Representative.** Ms. Pat Sanderson, HQ AFCESA/CEOM, DSN 523-6391

2.5.2. **AFCQMI Representatives.** Lt Vickie Brown/MSgt Matthew Gove, AFCQMI/MQBA, DSN 487-2472

**3. Application Instructions.** If manpower for your location is not specified in paragraph 2.3.2 above, use the following procedure:

3.1. **Step 1.** Apply all Civil Engineering AFMSs (except the Command Section) to determine the "X" value.

3.2. **Step 2.** Compute the core man-hours using the equation in paragraph 2.3.1 above.

3.3. **Step 3.** Determine variance man-hours applicable to the location (Attachment 3). (If the variance is in terms of manpower, convert the manpower to man-hours using the applicable civilian man-hour availability factor (MAF).) Add or subtract these man-hours to or from the core man-hours to determine the total man-hours required.

3.4. **Step 4.** Divide the required man-hours by the appropriate man-hour availability factor (MAF) and round following current rounding rules. The result is the flight's total manpower requirement.

### 3.5. Skill and Grade Distribution:

3.5.1. For Standard Flights (those not listed in paragraph 2.3.2 above), determine skill distribution using the Standard Manpower Table, Attachment 2. The Standard Manpower Table uses generic AFSCs with only the skill level identified (i.e., 3XX7X) because there is no AFSC that adequately describes the duties associated with the processes included in this flight.

3.5.2. Skill requirements for nonstandard flights (those listed in paragraph 2.3.2 above) require special handling. Historical manning and career progression should be considered when determining the mix.

3.5.3. Except as listed below, all requirements are civilians. The CSAF approved an officer authorization at the bases listed below. The military officer does not add to the total size of the flight, rather it replaces any civilian authorization, including the flight chief, on the manpower table. The officer authorization is company grade and the AFSC is any Engineer, 32E3 (reference HQ USAF/CEO message, 221900Z Mar 94).

Barksdale	Andrews	Aviano
Edwards	Beale	Grand Forks
Lakenheath	Eglin	Cannon
Malmstrom	Mildenhall	Robins
Davis-Monthan	Travis	Ramstein
Tinker	Dyess	Spangdahlem
Wright-Patterson	Ellsworth	Holloman
Howard	Andersen	Langley
Eielson	FE Warren	Hurlburt
Little Rock	Elmendorf	Patrick
Minot	Hickam	Peterson
Mountain Home	Kadena	Vandenberg
Nellis	Kunsan	Offutt
Misawa	Pope	Osan
Seymour Johnson	Yokota	Shaw
Whiteman		

#### 4. Statement of Conditions (SOC):

4.1. This flight standard is based upon the squadron having an operational Civil Engineering Work Information Management System (WIMS). Indirect man-hours are included in each process. This flight normally operates eight hours a day, five days a week, except during emergencies and exercises.

4.2. For nonstandard Resource Flights, manpower has been allocated by the Civil Engineering (CE) MAJCOM Integration Review Team (8-15 Mar 93), and includes both core and variance manpower.

4.3. Manpower estimates for the nonstandard flights (paragraph 2.3.2 above) were made by the MAJCOM Integration Review Team 2 and approved by the AF/CE. Estimates include core and variance workload as well as indirect man-hours.

VICTOR M. HELBLING, Lt Col, USAF  
Chief, Systems Integration and Support Division  
Air Force Center for Quality and Management Innovation

#### Attachments

1. Process Oriented Description
2. Standard Manpower Table
3. Variances
4. Process Analysis Summary

.

## PROCESS ORIENTED DESCRIPTION

### RESOURCES FLIGHT

#### **A1.1. FORMULATES FINANCIAL PLAN:**

- A1.1.1. RECEIVES OPERATIONS AND MAINTENANCE (O&M) AND ENVIRONMENTAL FINANCIAL PLAN CALL AND DEVELOPS PACKAGE FOR ALL CIVIL ENGINEERING (CE) FLIGHTS OR STAFF UNITS TO INCLUDE HISTORICAL DATA.
- A1.1.2. PROVIDES RESOURCE MANAGEMENT TRAINING.
- A1.1.3. RECEIVES, REVIEWS, AND CONSOLIDATES REQUIREMENT BY PROGRAM ELEMENT TO DETAILED PROGRAM LEVEL.
- A1.1.4. PREPARES AND FORECASTS REIMBURSEMENT AUTHORITY REQUIREMENT BY TENANT ORGANIZATION.
- A1.1.5. ANALYZES AND RECOMMENDS FUNDED AND UNFUNDED PRIORITY FOR PRESENTATION TO FINANCIAL MANAGEMENT BOARD (FMB) OR FINANCIAL WORKING GROUP (FWG).
- A1.1.6. VALIDATES, NARRATES, AND COORDINATES UNFUNDED REQUIREMENT INPUT TO INCLUDE MISSION IMPACT STATEMENT.
- A1.1.7. FINALIZES INPUT IN PRESCRIBED FORMAT.
- A1.1.8. PREPARES JUSTIFICATION FOR PRESENTATION AND DEFENSE OF FINANCIAL PLAN FOR APPROVAL BY THE FMB.
- A1.1.9. PREPARES OBLIGATION FORECAST PLAN FOR FINANCIAL WORKING GROUP OR BOARD.
- A1.1.10. RECEIVES INVESTMENT EQUIPMENT (3080) PACKAGE AND DISTRIBUTES TO FLIGHT.
- A1.1.11. RECEIVES, REVIEWS, CONSOLIDATES REQUIREMENTS.
- A1.1.12. ANALYZES AND RECOMMENDS PRIORITY TO BCE.
- A1.1.13. FINALIZES INPUT IN PRESCRIBED FORMAT.
- A1.1.14. ENSURES MEMO DUE OUT ESTABLISHED IN SUPPLY SYSTEM.
- A1.1.15. VALIDATES, NARRATES, AND COORDINATES IMPACT STATEMENT.
- A1.1.16. DEFENDS REQUIREMENT BEFORE FWG.
- A1.1.17. DEVELOPS MILITARY FAMILY HOUSING PLAN FORMULATION PACKAGE FOR DISTRIBUTION TO MILITARY FAMILY HOUSING AND ALL APPLICABLE BRANCHES.
- A1.1.18. RECEIVES, REVIEWS, AND CONSOLIDATES REQUIREMENT BY PROJECT OR SUB-PROJECT.
- A1.1.19. PREPARES AND FORECASTS REIMBURSEMENT REQUIREMENT.
- A1.1.20. ANALYZES AND RECOMMENDS PRIORITY FOR THE BCE.
- A1.1.21. VALIDATES, NARRATES, AND COORDINATES UNFUNDED REQUIREMENT INPUT TO INCLUDE MISSION IMPACT STATEMENT.
- A1.1.22. FINALIZES INPUT IN PRESCRIBED FORMAT.
- A1.1.23. PREPARES JUSTIFICATION FOR PRESENTATION AND APPROVAL BY FWG OR BOARD.
- A1.1.24. PREPARES OBLIGATION FORECAST PLAN.

#### **A1.2. PERFORMS APPROPRIATION AND PROGRAM ELEMENT BUDGET EXECUTION:**

- A1.2.1. RECEIVES INITIAL DISTRIBUTION.
- A1.2.2. REVIEWS, ANALYZES, AND REPRIORITIZES REQUIREMENT.
- A1.2.3. ALLOCATES INITIAL DISTRIBUTION.
- A1.2.4. ATTENDS STAFF MEETING.
- A1.2.5. RECOMMENDS DISTRIBUTION BASED ON ANALYSIS.
- A1.2.6. RECOMMENDS FUND REALIGNMENT AS REQUIRED.
- A1.2.7. LOADS BY EEIC, RC/CC, PFMR, AND ORG CODE.
- A1.2.8. PHASES QUARTERLY BY EEIC.
- A1.2.9. RESPONDS TO INQUIRY FOR INFORMATION OR POLICY.
- A1.2.10. REVISES UNFUNDED REQUIREMENT IAW FUNDS AVAILABILITY USING DATA FROM VARIOUS FINANCIAL MANAGEMENT AUTOMATED SYSTEMS.
- A1.2.11. PREPARES FOR AND ATTENDS FWG AND FMB MEETING TO BRIEF STATUS OF FUND AND DEFEND UNFUNDED REQUIREMENT.
- A1.2.12. MAINTAINS STATUS OF FUND BY EEIC AND APPROPRIATION.

A1.2.13. PREPARES FOR AND ATTENDS COMMANDER'S UPDATE.

A1.2.14. REVIEWS, VALIDATES, AND CERTIFIES FUND AVAILABILITY FOR ALL FUNDING TO INCLUDE TDY ORDER, PURCHASE REQUEST, MILITARY INTERDEPARTMENTAL PURCHASE REQUEST (MIPR), REQUEST FOR PERSONNEL ACTION, OBLIGATION AUTHORITY, MISCELLANEOUS OBLIGATION REIMBURSEMENT DOCUMENT, IMPRESS FUNDS AND LOCAL PURCHASE, PROJECT ORDER, UTILITY BILL, UTILITY ESTIMATE, SUPPLY/EQUIPMENT REQUEST, OVERTIME REQUEST, TROOP ISSUE REQUEST, MEDICAL/SAFETY REQUEST, CLOTHING REQUEST/CLAIM, AND MISCELLANEOUS VICINITY TRAVEL.

A1.2.15. ESTABLISHES FISCAL YEAR-END CLOSE-OUT PROCEDURE MILESTONE FOR CLOSE-OUT.

A1.2.16. REQUESTS, PREPARES, AND PRIORITIZES YEAR-END FUNDING LIST.

A1.2.17. ENSURES ALL OBLIGATION DOCUMENTS ARE PREPARED AND READY FOR PROCESSING.

A1.2.18. COORDINATES WITH SUPPLY AND FUELS TO ENSURE FUNDS MAY BE OBLIGATED IF AVAILABLE.

A1.2.19. ATTENDS CLOSE-OUT MEETINGS.

A1.2.20. COMPLIES WITH ALL FM TASKINGS FOR CLOSE-OUT.

A1.2.21. MONITORS AND AUDITS DAILY FINANCIAL ACTIVITY TO INCLUDE REVIEWING AND VALIDATING SUPPLY AND EQUIPMENT TRANSACTION FROM COMPUTER DATA.

A1.2.22. REVIEWS, VALIDATES, AND MAKES RECOMMENDED CORRECTION FOR ALL FINANCIAL TRANSACTIONS USING THE FOLLOWING FINANCIAL REPORTS: SCHEDULE OF REFUNDS/REIMBURSEMENTS, A&F EXTRACT LISTING, A&F INTEGRATED TRANSACTION LIST, MATERIAL TRANSACTION LIST, OBLIGATION BUDGET LEDGER/RC MANAGERS REPORT, ALLOTMENT LEDGER, OPEN DOCUMENT LISTING, CEMAS OBLIGATION RECORD, PSEUDO REMOTE LISTING, AND COST REPORT.

### **A1.3. PERFORMS COST REPORT AND PRODUCTIVITY ANALYSIS:**

A1.3.1. RECEIVES REQUEST FOR PURCHASE.

A1.3.2. MAINTAINS PURCHASE REQUEST.

A1.3.3. PREPARES AND MAINTAINS WORK ORDER DATA.

A1.3.4. OPENS WORK ORDER MASTER RECORD FOR CONTRACT WORK ORDER.

A1.3.5. FILES COPY OF SOURCE DOCUMENT IN WORK ORDER FOLDER.

A1.3.6. REVIEWS ALL WORK ORDERS RECEIVED BY CIVIL ENGINEERING AND UPDATES THE ACCOUNT CODE, REFUND/REIMBURSEMENT INDICATOR, WORK CLASS, AND CUSTOMER CODE.

A1.3.7. DEVELOPS SCHEDULE OF REIMBURSEMENT AND REFUND REPORT.

A1.3.8. MONITORS BCE MATERIAL TRANSACTION LIST.

A1.3.9. MONITORS BCE INTEGRATED TRANSACTION LIST.

A1.3.10. RECEIVES UTILITY ESTIMATE AND BILL FROM ENGINEERING AND FORWARDS TO AFO.

A1.3.11. DEVELOPS NEW SHOP RATE AS REQUIRED.

A1.3.12. UPDATES COST ACCOUNT (CAO) FILE, FACILITY COST (CAF) FILE, SHOP AND COST CENTER WORKING LOGISTICS (SWL), CUSTOMER (RRC) FILE, GENERAL OFFICER QUARTERS (GOQ) FILE, WORK ORDER MASTER (WCM) FILE, SHOP RATE ANALYSIS HISTORY TAPE, COST ACCOUNT REFERENCE (CAR) FILE, CUSTOMER ACCOUNT FILE, RC/CC FILE, EEIC FILE, AND SELECTIVE CRITERIA FOR OBL/AL GENERIC EXTRACT DATA FILE AS REQUIRED.

A1.3.13. PROVIDES DATA TO AFO FOR APPROPRIATED FUND SUPPORT TO MORALE, WELFARE, RECREATION, AND SERVICES ACTIVITY.

A1.3.14. AUDITS THE GENERAL AND FLAG OFFICER QUARTERS REPORT, CIVIL ENGINEERING COST REPORT FOR CURRENT MONTH, MFH ALLOTMENT LEDGER AND STATUS OF FUNDS REPORT, SHOP RATE ANALYSIS REPORT, OPERATING BUDGET LEDGER, AND OPEN DOCUMENT LISTING.

A1.3.15. UPDATES WORK UNIT QUANTITY BY ACCOUNT CODE.

A1.3.16. ATTENDS WORK ORDER REVIEW PANEL.

A1.3.17. DEVELOPS GENERAL AND FLAG OFFICER QUARTERS COST REPORT.

A1.3.18. PREPARES NON-BCE CHARGE.

A1.3.19. ATTENDS CIVILIAN EMPLOYMENT COST MANAGEMENT.

A1.3.20. ATTENDS FACILITY BOARD MEETING.

A1.3.21. ATTENDS ENVIRONMENTAL PROTECTION MEETING.

A1.3.22. ACTS AS BCE FOCAL POINT FOR ALL MANPOWER AND PERSONNEL ISSUES AFFECTING THE UMD.

**A1.4. PERFORMS WORK ORDER CAPITALIZATION:**

- A1.4.1. IDENTIFIES ITEM FOR CAPITALIZATION.
- A1.4.2. UPDATES DATA FILE.
- A1.4.3. AUDITS VOUCHER PROCESSED.
- A1.4.4. RECONCILES WITH ACCOUNTING AND FINANCE.
- A1.4.5. AUDITS REAL PROPERTY WORK ORDER CAPITALIZATION LIST AND CATEGORY CODE LIST.

**A1.5. PREPARES REAL ESTATE REPORT:**

- A1.5.1. PREPARES STATISTICAL REPORT.
- A1.5.2. PREPARES ANNUAL GENERAL SERVICES ADMINISTRATION (GSA) WORKSPACE MANAGEMENT REPORT.
- A1.5.3. PREPARES OTHER REPORT.
- A1.5.4. REVIEWS REAL PROPERTY INVENTORY REPORT.
- A1.5.5. PREPARES QUARTERLY MCKINNEY ACT REPORT.

**A1.6. MANAGES SPACE UTILIZATION:**

- A1.6.1. REVIEWS REQUEST.
- A1.6.2. SCREENS FOR AVAILABLE SPACE.
- A1.6.3. VISITS BUILDING.
- A1.6.4. CONDUCTS REVIEW MEETING.
- A1.6.5. COORDINATES MOVE.
- A1.6.6. UPDATES DATA FILE.

**A1.7. CONDUCTS SURVEY:**

- A1.7.1. CONDUCTS GSA LAND USE SURVEY.
- A1.7.2. CONDUCTS PROPERTY DAMAGES SURVEY.
- A1.7.3. CONDUCTS BOUNDARY SURVEY.
- A1.7.4. CONDUCTS GSA WORK SPACE MANAGEMENT SURVEY.
- A1.7.5. CONDUCTS ANNUAL REAL ESTATE SURVEY (STUDY).
- A1.7.6. CONDUCTS OTHER SURVEY.

**A1.8. MANAGES OUTGRANTS:**

- A1.8.1. REVIEWS AND COORDINATES ACTION.
- A1.8.2. INITIATES ENVIRONMENTAL DOCUMENTATION.
- A1.8.3. PREPARES, NEGOTIATES, AND ISSUES OUTGRANT.
- A1.8.4. ACCOMPLISHES ANNUAL COMPLIANCE INSPECTION.
- A1.8.5. TERMINATES OUTGRANTS.

**A1.9. MANAGES NEW FACILITY RECORDS:**

- A1.9.1. REVIEWS AND VALIDATES TRANSFER DOCUMENT.
- A1.9.2. INVENTORIES FACILITY.
- A1.9.3. CREATES DATA FILE.
- A1.9.4. TRANSFERS CUSTODY TO USER.

**A1.10. MANAGES EXCESS FACILITY:**

- A1.10.1. IDENTIFIES EXCESS FACILITY.
- A1.10.2. ACCEPTS CUSTODY OF FACILITY.
- A1.10.3. PREPARES DISPOSAL DOCUMENT.
- A1.10.4. RESPONDS TO PRE-BID INQUIRY.
- A1.10.5. MONITORS CONTRACT COMPLETION.
- A1.10.6. UPDATES DATA FILE.
- A1.10.7. SUBMITS WAIVER.

**A1.11. MANAGES REAL ESTATE ACQUISITION AND LEASING:**

- A1.11.1. INSPECTS SITE.
- A1.11.2. PREPARES ACQUISITION PROPOSAL.
- A1.11.3. PROVIDES DATA FOR PROGRAMMING DOCUMENT.
- A1.11.4. NEGOTIATES WITH LANDOWNER.
- A1.11.5. DRAFTS ACQUISITION INSTRUMENT.
- A1.11.6. EXECUTES INSTRUMENT.
- A1.11.7. PREPARES RENEWAL PACKAGE.
- A1.11.8. INITIATES ENVIRONMENTAL DOCUMENTATION.

**A1.12. MANAGES EXCESS LAND:**

- A1.12.1. IDENTIFIES EXCESS LAND.
- A1.12.2. INITIATES ENVIRONMENTAL DOCUMENTATION.
- A1.12.3. PREPARES DECLARATION OF EXCESS.
- A1.12.4. RECEIVES APPROVAL TO DISPOSE.
- A1.12.5. UPDATES DATA FILE.

**A1.13. MANAGES SUPPORT AGREEMENT:**

- A1.13.1. REVIEWS AND COORDINATES ACTION.
- A1.13.2. INVENTORIES SPACE.
- A1.13.3. REVISES AGREEMENT.

**A1.14. MANAGES REAL ESTATE BOARD:**

- A1.14.1. PREPARES FOR LOCAL REVIEW BOARD.
- A1.14.2. BRIEFS LOCAL REVIEW BOARD.
- A1.14.3. PREPARES FOR FACILITY UTILIZATION BOARD.
- A1.14.4. BRIEFS FACILITY UTILIZATION BOARD.

**A1.15. MANAGES INVENTORY OF REAL ESTATE:**

- A1.15.1. PREPARES ANNUAL INVENTORY PLAN.
- A1.15.2. OBTAINS FACILITY DATA.
- A1.15.3. SCHEDULES INVENTORY.
- A1.15.4. INVENTORIES INDUSTRIAL FACILITY.
- A1.15.5. INVENTORIES ADMINISTRATIVE FACILITY.
- A1.15.6. INVENTORIES COMMERCIAL FACILITY.
- A1.15.7. INVENTORIES MEDICAL FACILITY.
- A1.15.8. INVENTORIES OTHER FACILITY.
- A1.15.9. RECONCILES DIFFERENCE.
- A1.15.10. POSTS INVENTORY DATE.

**A1.16. MANAGES OPERATION OF EQUIPMENT:**

- A1.16.1. OPERATES INITIALIZATION PROGRAM LOAD (IPL), NORMAL CONDITIONS.
- A1.16.2. OPERATES IPL, AFTER CRASH.
- A1.16.3. CONFIGURES SYSTEM HARDWARE.
- A1.16.4. CONFIGURES PHYSICAL NETWORK.
- A1.16.5. MANAGES SYSTEM CONTRACT MAINTENANCE.
- A1.16.6. RESPONDS TO SYSTEM TASK STOPPAGE.
- A1.16.7. RESPONDS TO DEVICE STOPPAGE.
- A1.16.8. CABLES NETWORK.
- A1.16.9. RESPONDS TO NETWORK DEVICE STOPPAGE.
- A1.16.10. PERFORMS DAILY BACKUP.
- A1.16.11. RESPONDS TO HARDWARE PROBLEM.
- A1.16.12. MANAGES CONTRACT MAINTENANCE OF DEVICE.
- A1.16.13. RESOLVES USER TASK PROBLEM.

- A1.16.14. RESOLVES DATA BASE PROBLEM.
- A1.16.15. RESOLVES SOFTWARE PROBLEM.
- A1.16.16. MANAGES INFORMATION TRANSFER.
- A1.16.17. PURGES RECORD FROM ACTIVE DATA BASE.
- A1.16.18. REBUILDS DISK.
- A1.16.19. RESOLVES WIMS OR BEAMS REJECT PROBLEM.
- A1.16.20. MANAGES DOWN-TIME CONTINGENCY PLAN.
- A1.16.21. PERFORMS PREVENTATIVE MAINTENANCE.
- A1.16.22. REORGANIZES FILES, RELAYERS DISK.

**A1.17. MANAGES SOFTWARE AND USER SUPPORT:**

- A1.17.1. MANAGES USER/ACCESS LIST, PROGRAM ACCESS.
- A1.17.2. INSTALLS RELEASE.
- A1.17.3. PROVIDES ACCESS THROUGH MENU.
- A1.17.4. TAPES ELECTRIC INTERFACE.
- A1.17.5. MANAGES DAILY PROCEDURES.
- A1.17.6. CONFIGURES NETWORK SYSTEM DIRECTORY.
- A1.17.7. RESPONDS TO USER TASK STOPPAGE.
- A1.17.8. UPDATES NETWORK USER DIRECTORY.
- A1.17.9. RESPONDS TO INFORMATION TRANSFER STOPPAGE.

**A1.18. MANAGES INVENTORY:**

- A1.18.1. PHYSICALLY INVENTORIES SYSTEM AND DEVICE.
- A1.18.2. MANAGES INVENTORY OF PERSONAL COMPUTERS.

**A1.19. TRAINS USER:**

- A1.19.1. CREATES NEW REPORTS AND PROCEDURES.
- A1.19.2. PROVIDES USER TRAINING.
- A1.19.3. ESCORTS, LEARNS FROM CONTRACTOR.



STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
RESOURCES FLIGHT/44ER			549 - 5481								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supervisor	3EXX	CIV	1	1	1	1	1	1	1	1	1
WIMS Crftmn	3XX7X	CIV	1	1	1	1	1	1	1	1	1
WIMS Jrnymn	3XX5X	CIV				1	1	1	1	1	2
Financial Mgt & Svcs Crftmn	6FX7X	CIV	1	1	1	1	1	1	1	1	1
Financial Mgt Jrnymn	6FX5X	CIV		1	1	1	1	2	3	3	3
Real Property Crftmn	3EX7X	CIV	1	1	1	1	1	1	1	1	1
Real Property Jrnymn	3EX5X	CIV			1	1	1	1	1	2	2
Information Mgt Crftmn	3A071	CIV					1	1	1	1	1
<b>TOTAL</b>			4	5	6	7	8	9	10	11	12
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supervisor	3EXX	CIV	1	1	1	1	1	1	1	1	1
WIMS Crftmn	3XX7X	CIV	1	1	1	1	1	1	1	1	1
WIMS Jrnymn	3XX5X	CIV	2	2	3	3	3	3	4	4	4
Financial Mgt & Svcs Crftmn	6FX7X	CIV	1	1	1	1	1	1	1	1	1
Financial Mgt Jrnymn	6FX5X	CIV	4	4	4	4	5	6	6	6	7
Real Property Crftmn	3EX7X	CIV	1	1	1	1	1	1	1	1	1
Real Property Jrnymn	3EX5X	CIV	2	3	3	4	4	4	4	5	5
Information Mgt Crftmn	3A071	CIV	1	1	1	1	1	1	1	1	1
<b>TOTAL</b>			13	14	15	16	17	18	19	20	21

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
RESOURCES FLIGHT/44ER			549 - 5481								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supervisor	3EXX	CIV	1	1	1	1	1	1	1	1	1
WIMS Crftmn	3XX7X	CIV	1	1	1	1	1	2	2	2	2
WIMS Jrnymn	3XX5X	CIV	4	4	5	5	5	5	5	6	6
Financial Mgt & Svcs Crftmn	6FX7X	CIV	1	1	1	1	2	2	2	2	2
Financial Mgt Jrnymn	6FX5X	CIV	7	7	7	7	7	7	8	8	8
Real Property Crftmn	3EX7X	CIV	1	1	1	2	2	2	2	2	2
Real Property Jrnymn	3EX5X	CIV	5	6	6	6	6	6	6	6	7
Information Mgt Crftmn	3A071	CIV	2	2	2	2	2	2	2	2	2
<b>TOTAL</b>			22	23	24	25	26	27	28	29	30
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Supervisor	3EXX	CIV	1	1	1	1	1	1	1		
WIMS Crftmn	3XX7X	CIV	2	2	2	2	2	2	2		
WIMS Jrnymn	3XX5X	CIV	6	7	7	7	8	9	9		
Financial Mgt & Svcs Crftm	6FX7X	CIV	2	2	2	2	2	2	2		
Financial Mgt Jrnymn	6FX5X	CIV	8	8	9	9	9	9	10		
Real Property Crftmn	3EX7X	CIV	2	2	2	2	2	2	2		
Real Property Jrnymn	3EX5X	CIV	8	8	8	9	9	9	9		
Information Mgt Crftmn	3A071	CIV	2	2	2	2	2	2	2		
<b>TOTAL</b>			31	32	33	34	35	36	37		

AF Form 1113, JUN 91 (COMPUTER GENERATED). PREVIOUS EDITION IS OBSOLETE.

## VARIANCES

### PART 1 Approved Variances

VARIANCE NUMBER	TITLE
A3.1	Manages Changes in Foreign Currency.
A3.2	Accounts for General Officer Quarters (GOQ) Cost and Reports.
A3.3	Leveling.

**PART 2 Disallowed Variances.** The following variances were considered during the development of this AFMS, but, due to various reasons, were disallowed by the AF/CE, AF/XP, MAJCOM Integration Review Teams, or the Objective Flight Study Team. Therefore, they did not receive a special variance manpower allocation. Reasons for the decision were: resource limitations, work considered to be in the core or other variances, work normally contracted, work not the responsibility of the BCE, and work considered to be at a standard higher than an acceptable level. Related work processes are not prohibited, but when required, must be accomplished within available resources.

1. Executes Delegated Lease Authority.
2. Travel to Remote Site Real Estate Activities.
3. Host Nation Impact on Real Property Management.
4. Manages Numerous Reimbursement Transactions and Support Agreements.
5. Financial Management of Leased Housing.
6. Support for Special Equipment.
7. In-House MILCON Management.
8. System Furniture.
9. Data Transmission Units.
10. GIS System.
11. GSU Support.
12. Base-Level Automated Information Data Systems (BLAIDS).
13. Building Manager.
14. MAJCOM/Base Duties.
15. Multiple Appropriations.
16. Multiple Program Elements.
17. Special Briefing.
18. (WIMS) Additional Microcomputer Processors.
19. Self-Inspections.
20. Treaty Implementation Plan.
21. Data Automation Support for Housing.
22. Financial Management Support for Housing (Kadena/Ramstein).
23. Maintain Reimbursable Billing Record (SF).
24. Encroachments.
25. Posturing for Billing (DBOF) (Real Estate).
26. Furnishings Management Office (FMO) Funding.
27. Quality Advisor.
28. Maintenance Management for CE Management and Technical Computer Systems.
29. USAFE Form 100s and UK Billing Procedure (Mildenhall).
30. Support to HQ 3AF/LGS and USAFE/CEO (Mildenhall Only).
31. Develops Environmental Budget.
32. Personal or Small Computer Manager.
33. Telecommunications and Remote Site Terminal.
34. Support for Data Automation Support (WIMS).
35. Support for Word Processing Users.

## VARIANCES

### RESOURCES FLIGHT

**A3.1. Title.** Positive Mission Variance for Manages Changes in Foreign Currency.

**A3.1.1. Definition.** Financial management for all accounts (O&M, MFH, 3080, NAF, etc.) must be accomplished accommodating different exchange rates (changes daily for NAF and local purchases). NATO conjunctive funding in USAFE is accounted separately. Host nations offset funding in USAFE, Korea, and Japan. This variance addresses those activities directly funded or reimbursed by the host nation. In Germany, separate documentation is required to process project funds to the host nation agency. Exchange rates are computed annually; however, rates change daily for NAF activities and local purchases. Receipts from the transactions must be accomplished daily prior to forwarding to finance for payment. At the present time, NAF and local purchase exchange rates are accomplished manually.

**A3.1.2. Applicability and Impact.** Overseas bases only.

BASE	MAN-HOURS	BASE	MAN-HOURS
Aviano	79.03	Osan	79.03
Bitburg	79.03	Ramstein	9.03
Kadena	79.03	Rhein Main	79.03
Kunsan	79.03	Spangdahlem	79.03
Lajes	79.03	Yokota	79.03
Misawa	79.03		

**A3.1.3. Source of Impact.** Workshop measurement and MAJCOM review.

**A3.1.4. Special Application Instructions.** Not required; man-hours are fixed at 79.03.

**A3.2. Title.** Positive Mission Variance for Accounts for General Officer Quarters (GOQ) Cost and Reports.

**A3.2.1. Definition.** Provides additional man-hours for bases with more than 10 GOQ. The workload includes coding and monitoring work orders to ensure congressionally mandated limitations are not exceeded. Includes preparing or providing input to the GOQ Cost Report.

**A3.2.2. Applicability and Impact.** Applies to bases with more than 10 GOQs.

BASE	MAN-HOURS	BASE	MAN-HOURS
Andrews	103.60	Langley	74.00
Bolling	429.20	MacDill	133.20
Offutt	148.00	Randolph	14.80
Peterson	29.60	Scott	118.40
Ramstein	148.00	Wright-Patterson	148.00

**A3.2.3. Source of Impact.** Workshop measurement.

**A3.2.4. Special Application Instructions.** None.

**A3.3. Title.** Positive/Negative Mission Variance for Leveling.

**A3.3.1. Definition.** One of the goals of the CE objective flight AFMS development effort was to create AFMSs that would, as fairly as possible, level available authorizations between bases given a certain workload. Past manpower

funding and management decisions had resulted in a considerable disparity between bases with equal work. Consequently, AFMSs were developed that eliminated the disparity. However, during staffing of the AFMSs, it was determined that the leveling effect should be limited to a certain percentage of existing resources. The MAJCOM Integration Review Team (MIR III) established this limit at +/- 20% of the core. This variance brings those bases that exceeded this limit back into the acceptable range established by the MIR by adding or subtracting the man-hour impact shown below from the affected base's core man-hour requirement.

A3.3.2. **Applicability and Impact.** This variance applies to the Resources Flights at the following bases:

BASE	MAN-HOURS	BASE	MAN-HOURS
Altus	- 91.40	Laughlin	77.68
Brooks	84.34	Little Rock	- 143.32
Columbus	71.64	McChord	- 158.42
Dover	- 200.70	Misawa	- 420.24
Eglin	- 175.14	Pope	- 148.78
Goodfellow	34.16	Reese	74.66
Grand Forks	- 334.16	Sheppard	- 26.12
Hickam	170.84	Spangdahlem	- 235.24
Hurlburt	- 453.22	Travis	- 545.56
Kelly	229.54	Whiteman	- 35.18
Lajes	- 455.86		

A3.3.3. **Source of Impact.** MAJCOM Integration Team-directed variance.

A3.3.4. **Special Application Instructions.** None.

**PROCESS ANALYSIS SUMMARY  
(IN PRIORITY ORDER)**

**RESOURCES FLIGHT**

<b>PROCESS TITLE</b>	<b>AVERAGE PROCESS ACCOMPLISHMENT TIME (MAN-HOURS)</b>	<b>PROJECTED WORKLOAD</b>
FINANCIAL PLAN FORMULATION	800.07	1 PLAN/YEARLY
BUDGET EXECUTION BY APPROPRIATION AND PROGRAM ELEMENT	17.22	1/DAILY
COST REPORTS AND PRODUCTIVITY ANALYSIS	6.51	1/DAILY
CAPITALIZE WORK ORDER	1.68	37 WORK ORDERS/ MONTHLY
PREPARE REAL ESTATE REPORT	27.7	6 REPORTS/YEARLY
MANAGE SPACE UTILIZATION	5.99	10 INQUIRIES/ MONTHLY
CONDUCT SURVEY	39.25	1 SURVEY/MONTHLY
MANAGE OUTGRANTS	20	1 OUTGRANT/ MONTHLY
CREATE RECORDS FOR NEW FACILITY	30.96	2 FACILITIES/ YEARLY
DISPOSE OF EXCESS FACILITIES	90.72	1 FACILITY DISPOSAL/YEARLY
ACQUIRE/LEASE REAL ESTATE	83.22	2 LEASES/ PURCHASES/YEARLY
DISPOSE OF EXCESS LAND	60.12	1 DISPOSAL ACTION/YEARLY
MANAGE SUPPORT AGREEMENTS	70.68	1/YEARLY
PARTICIPATE IN REAL ESTATE BOARDS	12.34	6 MEETINGS/YEARLY
CONDUCT INVENTORY OF	3.8	21 INVENTORIES/

REAL ESTATE		MONTHLY
PROVIDE DIRECT OPERATION OF EQUIPMENT	11.12	1/DAILY
MANAGE SOFTWARE AND USER SUPPORT	3.25	1/DAILY
CONTROL INVENTORY	2.12	1/WEEKLY
TRAIN USERS	3.24	1/DAILY